

September 4, 2014

JOB POSTING

JOB TITLE: OFFICE CLERK

Planning/Zoning Office

WAGE PLAN

\$ 10.89 - \$15.91/hr

DATE LAST APPLICATION ACCEPTED

September 16, 2014

DATE JOB IS TO BE FILLED

September 24, 2014

DESCRIPTION OF WORK:

Under supervision, performs a variety of clerical tasks; to operate some office machines involving the use of typing skills; learn rules and regulations; assists in department procedure and process; work involves contact with the public.

EXAMPLES OF WORK:

Keeps files, indexes and calendars; types letters, documents and reports from rough drafts, marginal notes, or verbal instructions; obtains information required on forms and completes the forms; checks and tabulates statistical information; operates office equipment; knowledge of simple bookkeeping; operates telephones and distributes mail; may serve as receptionist; assists in office or unit procedures and operation; maintains files; receives and accounts for funds received; computes charges and fees; performs related work as required.

QUALIFICATIONS:

Knowledge of office practices and procedures; ability to operate office equipment; knowledge of methods of receiving and accounting for funds coming across counter or by mail; knowledge of simple bookkeeping; ability to type from clear copy at the rate sufficient to meet job requirements; ability to do clerical work involving a degree of independent judgment and requiring attention to accuracy and speed; ability to follow instructions and to maintain cooperative working relationships.

TRAINING AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school plus one (1) year clerical experience.

EQUAL OPPORTUNITY EMPLOYER

Saunders County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services; Saunders County also complies with Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112) as amended (29 U.S.C.A. Section 794).

NUMBER OF POSITIONS OPEN: One